

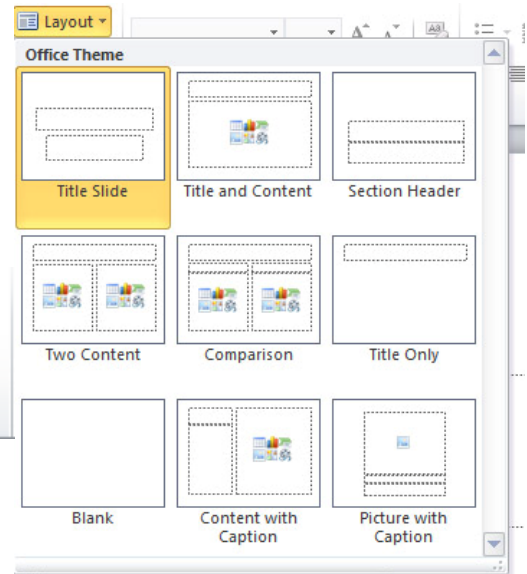
PowerPoint

Beginning a New Presentation:

1. PowerPoint creates a new presentation when you open the program.
2. To begin, choose your slide layout, which in PowerPoint 2007 and 2010 is located on the Home tab.
3. Click on Layout to change the layout of the slide, if desired.
4. Once you have chosen your layout, click on the text on the slide and begin typing.

Inserting New Slides:

1. To insert a new slide, click on the arrow by the new slide button.
2. Click on the desired layout.



Adding Animation:

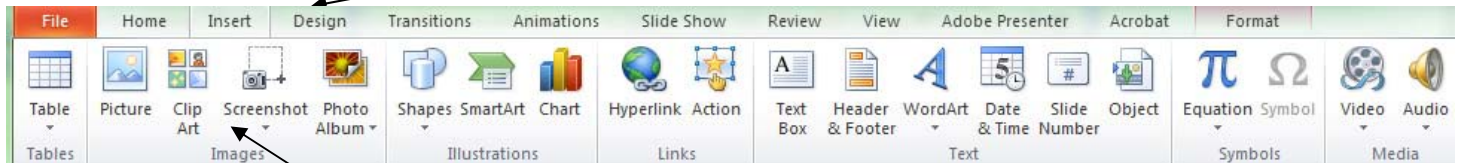
1. To add animation, click on the Animation tab.

A screenshot of the PowerPoint ribbon with the 'Animations' tab selected. Arrows point from the numbered list items to specific features: item 2 points to the 'Zoom' animation effect, item 3 points to the 'Add Animation' button, and item 6 points to the 'Animation Pane' task pane. The 'Animation Pane' is shown on the right, listing three animations: 'Picture 3', 'Title 1: Who A...', and 'By Jen Gorlewski'. It includes a 'Play' button, a 'Seconds' timer set to 0, and a 'Re-Order' button.

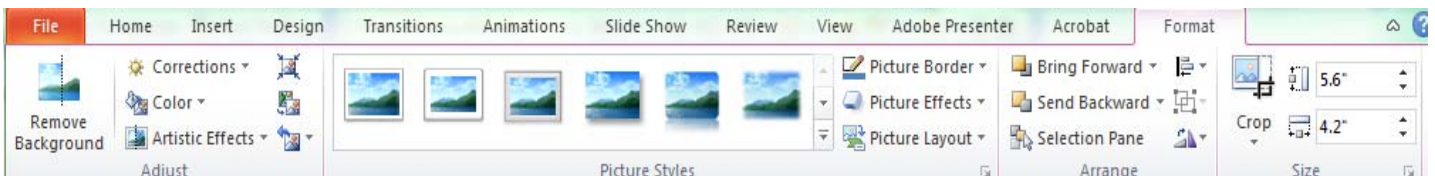
2. On the slide, click on the item that you would like to have animation (text or image).
3. Select the animation effect from the effects shown above.
4. You can also alter the effects by clicking on the effect options.
5. Once you have chosen the desired animation, click on Add Animation.
6. To see the animation(s) that you have added, click on the Animation Pane.
7. The Animation Pane allows you to play the animation, change the length of the animation, and reorder the animations.

Inserting Images and Other Media:

1. To insert an image, go to the Insert Tab.



2. Click on the Picture Icon to insert a photo.
3. Once you have inserted the Photo, you can use the Format Picture Tools Tab to alter your photo, if needed.

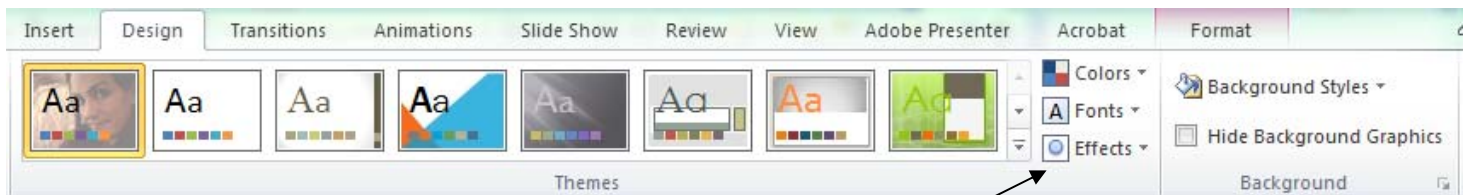


4. Under the Insert tab, there are many more options, such as inserting Audio, Video, Clipart, Charts, and much more.

Changing the background:

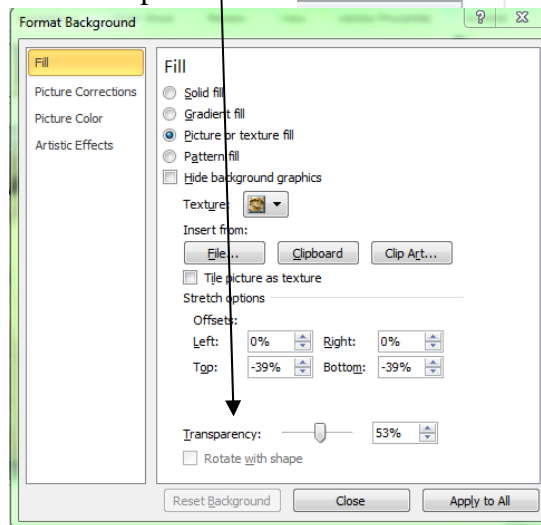
You have two options for themes for your presentations. You can either use a premade theme provided by the program, or create your own theme.

1. To use a **pre- theme**, click on the Design Tab.



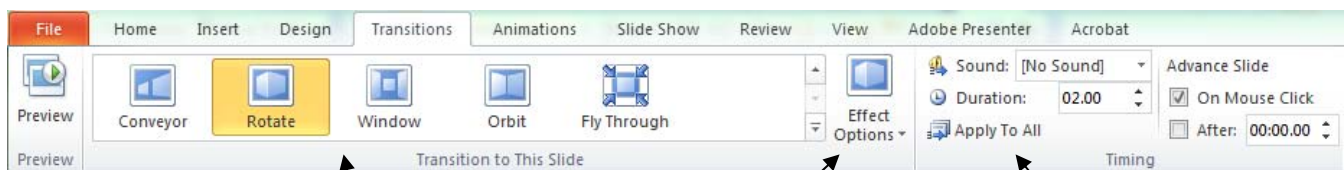
2. Click on any theme that is shown in the tab above.
3. You can alter a theme by clicking on the Colors, Fonts, and Effects buttons to the right of the themes.
4. Premade themes will apply to the entire presentation automatically.
5. To **create your own theme**, first, right click on the slide and choose format background.
6. You have many options to choose from as shown in the dialogue box.

7. Solid fill places a solid color background on the slide.
8. Gradient fill places preset or created gradients on the slide.
9. Picture fill will place a chosen photo on the slide. To do this, select on Picture or Texture fill. Click on File (right below Insert from). Find the photo and say open. You can also change the transparency of the photo at the bottom of the box.
10. Texture fill will place a chosen preset texture on the slide
11. Pattern fill will place a chosen pattern on the slide.



Adding Transitions:

1. To add transitions, click on the transitions tab.



2. Click on the transition of your choice.
3. Variations can be added to the transition as well by clicking on the Effect Options.
4. You can Apply to All slides if desired.
5. You can also change the duration of the transition and add sound to the transition.